

# Lake Elmo Inn

## EVENT CENTER

WORLD CLASS DINING CLOSE TO HOME • SERVING THE TWIN CITIES SINCE 1881

### ROOM RENTAL

#### **Full Facility Rental (Non-refundable as Deposit)**

1800 Saturday

1100 Friday

800 maximum Sunday thru Thursday

175 per hour (3 hour minimum)

#### **Half Facility Rental (Non-refundable as Deposit)**

800 Friday

500 maximum Sunday thru Thursday

125 per hour (3 hour minimum)

#### **Amenities included in the Room Rental**

Set Up and Breakdown of your Event, including:

66" Round Tables

30" Cocktail Tables

8' Banquet and Classroom Tables

Full Service China and Linens

21' X 21' Dance Floor

76" X 32" Staging

Welcome Screens

Video Presentation Package including Built-in Projectors,

Screens, Laptop Hook-up with Audio, Remote Controls,

Microphones, Wireless Internet, Podium

Private Bridal Suite/Lounge Area with Wet Bar

On-Site Special Event Coordinators

Complimentary Tasting for Weddings

Cutting and Serving of Wedding Cake

(All cakes must be supplied by the Lake Elmo Inn or a licensed bakery)

#### **Food & Beverage Minimum with Full Facility Rental**

Includes food, beverages and bar totals.

7000 Saturday

5000 Friday

#### **Food & Beverage Minimum with Half Facility Rental**

Includes food, beverages and bar totals.

2500 Friday

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### EVENT ENHANCEMENTS

#### Included in Rental Charge:

##### Video Presentation Package

Includes built-in projectors, screens, laptop hook-up with audio, remote control and laser pointer.

##### Microphones

Four (4) wireless microphones, including two (2) handheld and two (2) lapel style.

##### Microphone Stand

##### Podium

Choose from full floor podium or tabletop podium.

##### Internet Access

Wireless internet access in full room.

##### Privacy Suite

Secure private suite complete with lounge furniture, table and chairs, large mirror and complimentary beverages.

##### Welcome Screens

Two plasma screens in the lobby to display your custom DVD message or slideshow.

##### Event Coordinators

On site Event Coordinators to ensure your event runs per your instructions.

#### Additional Enhancements:

##### Rod and Drape

Drape available in ivory, brown, black or white; sold in 10 foot sections.

100

##### Couch and Chair Conversational Groups

Six (6) loveseat size couches and four (4) armchairs with coffee tables and fireplaces.

300

##### Baby Grand Piano

Player piano with a variety of choice music. Can also be played by your pianist.

200

##### DVD Player

20

##### 3M Post-It Flip Chart Pad

45

##### Sharpie Markers in Four Colors

3

##### Legal Pad and Pen

2

##### Dry Erase Markers

3

##### Surge Protector

5

The Event Center holds up to 300 guests for formal dining, but has the ability to be split into up to four separate rooms for individual break-out spaces of up to 50 guests in each. Each space has an independent audio/visual package and microphone. Spaces are custom arranged to your needs and an on-site Event Coordinator or Manager will supervise activities during your event. We can provide classroom tables or open up the space using large rounds to encourage interaction among your guests.

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### CEREMONY ENHANCEMENTS

#### Indoor Wedding Ceremony

Amenities include:  
Pipe and Drape  
Ivory Stage Covering  
Columns for Flowers  
Unity Candle Pedestal  
Microphone Stand

**200**

#### Other Amenities Offered:

#### Couches and Armchair Conversational Groups

Six (6) loveseat size couches and four armchairs with over-sized coffee tables and fireplaces.

**300**

#### Baby Grand Player Piano

Use our Player Piano with a variety of choice music or you may have your pianist play for your guests.

**200**

#### Silver Cake Stand

Silver square stand; can hold up to a 14" Square or Round Cake.

**20**

#### Pagoda Display

Multi-level clear acrylic stand which can display anything from Sushi to Mini Desserts.

**30**

#### Candy Station Display

Assortment of Glassware, Pedestals and Candy Scoops and Assembly  
Does not include candy.

**50**

The Lake Elmo Inn Event Center cannot guarantee room availability prior to your wedding day for a ceremony rehearsal.

#### Outdoor Garden Space

We welcome you to use the Lake Elmo Inn Event Center's garden area for your event.

**200**

#### Outdoor Enhancements

66" Round Guest Tables

**5**

30" Cocktail or Hightop Tables

**5**

8' Banquet Display Tables

**5**

White Lawn Chairs

**1**

Wine and Beer Bar Set-Up Charge

**50**

Full Bar Set-Up Charge

**100**

Unity Candle Pedestal

**10**

#### Columns for Flowers

Multiple level columns to display flowers and more.

**10**

#### Outdoor Sound System

Speakers and Microphones heard  
Inside and Outside

**200**

#### Outdoor Hourly Set-Up Fee

applies for any of the above equipment,  
as well as outside rentals.

**22**